

**Norway-Lyngdal: Computer archiving services**

OJ S 57/2023 21/03/2023

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Lyngdal kommune

National registration number: 922 421 498

Postal address: Prost Birkelandsgate 4

Town: Lyngdal

NUTS code: NO092 Agder

Postal code: 4577

Country: Norway

Contact person: Jonas Leyre Amstrup

E-mail: [jonas@odinprosjekt.no](mailto:jonas@odinprosjekt.no)

Telephone: +47 97512929

**Internet address(es):**

Main address: [www.lyngdal.kommune.no](http://www.lyngdal.kommune.no)

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: [http://eu.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=358243&B=VAF](http://eu.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=358243&B=VAF)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [http://eu.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=358243&B=VAF](http://eu.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=358243&B=VAF)

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

Regional or local authority

**I.5. Main activity**

General public services

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

Case and archive system.

Reference number: 23/200

**II.1.2. Main CPV code**

72252000 Computer archiving services

**II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

The contracting authority intends to enter into a contract for delivery of a case and archive system.

The aim of the procurement is to cover the contracting authority's need for a case and archive system that can cover the required functionality for running digital work processes and follow-up of them. This means that it must be possible to have administrative case processing, handling, and forwarding of received mail through different channels, handling all processes connected to meeting and committee proceedings, journaling and archiving in accordance with the current requirements and personal protection requirements throughout the entire contract period.

#### **II.1.5. Estimated total value**

Value excluding VAT: 3 500 000,00 NOK

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

#### **II.2.2. Additional CPV code(s)**

39132000 Filing systems, 48219300 Administration software package, 48310000 Document creation software package, 48311000 Document management software package, 48311100 Document management system, 48329000 Imaging and archiving system, 72220000 Systems and technical consultancy services, 72222300 Information technology services, 72268000 Software supply services, 72317000 Data storage services, 79560000 Filing services

#### **II.2.3. Place of performance**

NUTS code: NO092 Agder

Main site or place of performance: Lyngdal

#### **II.2.4. Description of the procurement**

The contracting authority intends to enter into a contract for delivery of a case and archive system.

The aim of the procurement is to cover the contracting authority's need for a case and archive system that can cover the required functionality for running digital work processes and follow-up of them. This means that it must be possible to have administrative case processing, handling, and forwarding of received mail through different channels, handling all processes connected to meeting and committee proceedings, journaling and archiving in accordance with the current requirements and personal protection requirements throughout the entire contract period. The system must be delivered and operated by the tenderer as a Software as a Service (SaaS). The tenderer must use his expertise and competence to contribute to fulfilling the objective of the contract. The tenderer will be responsible for upgrades of the system as well as integrations. The tenderer will be responsible for the operation and maintenance of the system and underlying infrastructure. The system must be in place by 15 January 2024.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

Value excluding VAT: 3 500 000,00 NOK

#### **II.2.7.**

## **Duration of the contract, framework agreement or dynamic purchasing system**

Start: 15/01/2024

This contract is subject to renewal: yes

Description of renewals:

Unless another duration is agreed in annex 5, the contract will be valid for 3 (three) years from the

delivery date. The contract will be automatically renewed for 1 (one) year at a time unless it is terminated by the contracting authority with 3 (three) months notice prior to the renewal date. The tenderer can terminate

the contract with 12 (twelve) months notice prior to the renewal date.

### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 1

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

### **II.2.14. Additional information**

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions for participation**

#### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

Tenderers must have the required financial capacity, which will be assessed in relation to the contract's value, services, risk and duration.

#### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

Implementation ability

Tenderers are required to have sufficient implementation ability and an organisation that has the technical resources and capacity to carry out the assignment in accordance with the contract.

Experience

Tenderers must have good experience from comparable assignment, i.e., good experience with case and archive systems and converting existing systems, and implementation, commissioning, support, and maintenance of equivalent systems.

Quality assurance

Tenderers must have a system for quality assurance.

Information security

Tenderers must have an information security system.

## **Section IV: Procedure**

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#### **IV.1. Description**

##### **IV.1.1. Type of procedure**

Competitive procedure with negotiation

##### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

##### **IV.1.5. Information about negotiation**

##### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

#### **IV.2. Administrative information**

##### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 19/04/2023 Local time: 12:00

##### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 24/04/2023

##### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

Norwegian

##### **IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 25/09/2023

#### **Section VI: Complementary information**

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##### **VI.1. Information about recurrence**

This is a recurrent procurement: no

##### **VI.3. Additional information**

##### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Agder tingrett

Postal address: Tollbodgata 45

Town: Kristiansand

Country: Norway

##### **VI.5. Date of dispatch of this notice**

16/03/2023